

✓ Note

When inserting the same image several times in a document, it might appear beneficial to create links. However, this is not necessary, as LibreOffice embeds only one copy of the image file in the document. Deleting one or more of the copies does not affect the other copies of the same file.

Embedding linked images

If you originally linked the images, you can easily embed one or more of them later.

- 1) Open the spreadsheet in Calc.
- 2) Choose **Edit > Links to External Files** on the Menu bar to open the Edit Links dialog (Figure 179), which shows all the linked files.



Figure 179: Edit Links dialog

- 3) Select the files you want to change from linked to embedded.
- 4) Click **Break Link** and confirm you want to remove the selected link. The file then becomes embedded into the spreadsheet.

✓ Note

Going from embedded to linked images is not so easy. You must replace them one at a time, selecting the **Insert as Link** option when you reinsert each file.

Inserting an image from the clipboard

Using the clipboard, you can copy images into a Calc spreadsheet from another LibreOffice document and from other programs. To do this:

- 1) Open both the source document and the target document.
- 2) In the source document, copy the image to the clipboard – the exact interactions will vary from program to program.
- 3) Switch to the target document and click to place the cursor in the cell where the image is to be anchored.
- 4) Select **Edit > Paste** on the Menu bar, or click the **Paste** icon on the Standard toolbar, or right-click and select **Paste** in the context menu, or press **Ctrl+V**.